

## ***Aloha!***

*The County of Hawai'i Planning Department has launched its Electronic Processing and Information Center (EPIC) system, which allows applicants to submit applications and payments to the Planning Department electronically.*

### **What is the EPIC system?**

The EPIC system is an electronic **submittal system only**. What does this mean? EPIC replaces the process of mailing/dropping off your completed paper application and fee to the Planning Department; it does not replace the process of filling out the application form. Applicants will still need to download the appropriate Planning Department application form from our website ([www.planning.hawaiicounty.gov](http://www.planning.hawaiicounty.gov)), fill it out, and collect any supporting documents prior to submittal.

### **How does EPIC affect the application submittal process?**

With the launch of the EPIC system, the Planning Department is no longer accepting paper applications. All application submittals and payments must be completed through EPIC.

### **I've filled out the application and collected my supporting documents. Now what?**

- Save your application and documents in PDF form.
- Create your user account in EPIC. Visit [www.planning.hawaiicounty.gov](http://www.planning.hawaiicounty.gov) and click on the **Electronic Processing and Information Center** banner. You will be redirected to EPIC's Customer Self-Service (CSS) portal, where you may create a new user account.
- Once your account is created, select the application you wish to apply for. During the submittal process:
  - When prompted to **Add Contacts**, you may add any person/company as a Contact so long as that Contact has their own EPIC user account.
  - When prompted to **Add Attachments**, please upload your PDF file(s).

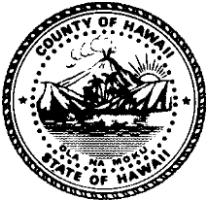
### **Where do I find out more information about the EPIC system and how to use it?**

- How-to videos for navigating the EPIC system are available online.
  - Visit [www.planning.hawaiicounty.gov](http://www.planning.hawaiicounty.gov)
  - Click on the **Electronic Processing and Information Center** banner
  - On EPIC's welcome page, click **Help** and scroll through the drop-down menu to view the list of available how-to videos
- Need more help? Please contact us:
  - HILO Main line: **(808) 961-8288**
  - KONA Main line: **(808) 323-4770**
  - Email: [planning@hawaiicounty.gov](mailto:planning@hawaiicounty.gov)



COUNTY OF HAWAII

**Electronic Processing and  
Information Center (EPIC)**



# County of Hawai'i Planning Department

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## APPLICATION FOR OHANA DWELLING UNIT PERMIT

APPLICANT(S) / TITLEHOLDER(S): \_\_\_\_\_

APPLICANT/TITLEHOLDER

SIGNATURE(S): \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

AGENT: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

TAX MAP KEY: (3) LAND AREA: \_\_\_\_\_

STATE LAND USE DISTRICT: \_\_\_\_\_ ZONING: \_\_\_\_\_

PURSUANT TO HAWAII COUNTY CODE, SECTION 25-6-39, THIS APPLICATION SHALL BE FILED WITH THE PLANNING DIRECTOR AND SHALL INCLUDE:

- ☐ A non-refundable filing fee of twenty-five dollars (\$25.00).
- ☐ Submission of the following through our Electronic Processing and Information Center (EPIC):
  - ☐ Application form;
  - ☐ Plot plan, drawn to scale, showing:
    - ☐ All property boundaries;
    - ☐ Proposed ohana dwelling unit, including yard (setback) requirements from property lines;
    - ☐ All existing and proposed structures, including detached garages and water catchment system;
    - ☐ Two additional parking spaces for the proposed ohana dwelling unit;
    - ☐ Existing and proposed driveways; and
    - ☐ Location of private sewage disposal systems.
  - ☐ Elevations of the ohana dwelling unit, drawn to scale.
- ☐ A notarized affidavit stating that the applicant is a titleholder of the affected property.
- ☐ A notarized affidavit stating that provisions of any restriction, covenant or other land use restriction applicable to the lot by way of a deed or lease or other provision do not prohibit the construction or placement of an ohana dwelling unit or a second dwelling unit.
- ☐ A copy of the notice of the application sent to all parties listed in the application who did not execute the application as a titleholder; to owners of properties within three hundred feet of the perimeter boundary of the lot; and to any known association of such property owners, informing them that an application for an ohana dwelling unit permit has been filed. The applicant shall **first serve notice** of the filing of the application within ten days after the director or commission has officially acknowledged receipt of the application, and shall again serve notice of the application and of any proposed action or public hearing within ten days after receiving notice from the director or the commission of the date of the proposed action or hearing. The **second notice** shall be served not less than ten days prior to the date of the proposed action or hearing.

In determining the names and addresses of the affected owners and lessees of record, as required by this section, the applicant shall utilize the data available from the real property tax office.

The notice to the affected property owners and lessees shall include the following information:

- (1) The name of the applicant;
- (2) The precise location of the property involved;
- (3) The nature of the application and the proposed use of the property;
- (4) The date on which the application was filed with the director or the commission; and
- (5) The date on which the administrative action by the director will be taken on the application.

Prior to the director's proposed administrative action or prior to the commission's public hearing, the applicant shall submit to the director or the commission, as appropriate, proof of service or of good faith efforts to serve notice of the application on the designated property owners and lessees. Such proof may consist of certified mail receipts, affidavits, declarations, or the like. The list of names, addresses, and tax map key of those individuals notified shall also be submitted.

(Chapter 25 (Zoning), Article 2, Division 1, Section 25-2-4)

- ☐ A certification of clearance (from the Director of Finance that the real property taxes and all other fees relating to the subject parcel(s) have been paid and that there are no outstanding delinquencies, shall accompany this Application.)

THE OHANA DWELLING UNIT SHALL MEET ALL APPLICABLE REQUIREMENTS OF THE HAWAII COUNTY CODE.

(Chapter 25 (Zoning), Article 6, Division 3, Section 25-6-30)